

February 10, 2010

ITEM NO. B4

**AUTHORIZATION TO ENTER INTO A CONTRACT
WITH WINDOWS OF OPPORTUNITY, INC.**

To the Honorable Board of Commissioners:

RECOMMENDATION

It is recommended that the Board of Commissioners authorize the Chief Executive Officer or his designee to enter into a contract with Windows of Opportunity, Inc., in an amount not to exceed \$330,000.00 annually for a two year term with two (2) one-year extension options, subject to Board Approval.

FUNDING
General Fund

RECOMMENDATION SUMMARY

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|-------------------------|--|
| Contractor: | Windows of Opportunity, Inc. Crystal Brown-Black, 60 East Van Buren. 11 th Fl., Chicago, Illinois 60605 |
| Contract Type: | Professional Services |
| Contract Amount: | \$660,000 (\$330,000.00 annually) |
| Contract Term: | January 1, 2010 – December 31, 2011 |
| Option Term: | Two (2) one-year options |
| MBE/WBE %: | Waiver |
| Section 3: | 1.5% |

GENERAL BACKGROUND

Windows of Opportunity, Inc., an Illinois not-for-profit Corporation with 501 (c)(3) status, was founded in 1989 as a means to address the “human side of public housing.” The purpose of Windows of Opportunity, Inc. (“Windows”) is to address the needs of public and assisted housing residents through ongoing communication between Chicago Housing Authority (“CHA”) departments and residents, and other businesses, cultural, social, educational and philanthropic organizations and communities. Windows serves as a fiscal agent/administrator for grants and funds received from public, private, and corporate funds for the CHA.

This contract will authorize Windows to continue performing the services to and on behalf of the CHA and CHA residents, including: (1) to raise funds for new and ongoing resident initiatives (e.g., a scholarship program); (2) as requested by CHA, to serve as fiscal agent to the CHA at the discretion of its Board of Directors, and receive grants or contributions whose acceptance requires a not-for-profit status or cooperative arrangement with a not-for-profit organization; (3) to form and maintain partnerships/linkages with outside community groups, service providers, and funding sources; and (4) to

work closely with CHA staff and residents to identify gaps in services and seek resources to fill those gaps in line with Windows' mission.

The term of the contract shall be for twenty four months, beginning January 1, 2010 and continuing through December 31, 2011, and the contract shall remain subject to extension at the CHA's election through two (2) one-year options subject to funding availability and CHA Board approval. At the end of the twenty four - month contract term, recommendations will be made regarding the role Windows will fulfill in supporting the CHA's efforts to improve the quality of life of public and assisted housing residents. As a stated condition of its contract, Windows will undergo a random audit of its programs, services, fiscal practices and policies at the discretion of the CHA. During the term of contract, the CHA will donate office space to Windows on an in-kind basis. The benchmarks in the following areas must also be satisfied as material conditions of the contract:

- Fundraising
- Fiscal Management
- Board development
- Communications
- Staffing
- Projects/Programming

The CHA will require a monthly written report, specifying progress made in each area. In addition, the CHA shall receive oral and written presentations from Windows to be made to the CHA Board of Commissioners on a quarterly basis.

These specific terms and scope of these requirements shall be incorporated as an addendum to Windows contract. In addition, the detailed reports shall be attached to all invoices submitted for payment by Windows.

Based upon the foregoing, it is in the best interest of the Chicago Housing Authority to enter into a contract with Windows of Opportunity, Inc., in an amount not to exceed \$330,000.00 annually for a two year term with two (2) one-year extension options, subject to Board Approval.

RESOLUTION NO. 2010-CHA-17

WHEREAS, the Board of Commissioners has reviewed the Board Letter dated February 10, 2010, "AUTHORIZATION TO ENTER INTO A CONTRACT WITH WINDOWS OF OPPORTUNITY, INC."

THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY

THAT the Board of Commissioners authorizes the Chief Executive Officer or his designee to enter into a contract with Windows of Opportunity, Inc., in an amount not to exceed \$330,000.00 annually for a two year term with two (2) one-year extension options, subject to Board Approval.

